

Administration

Employee
Responsibilities

Workplace Violence

POLICY:

- .01 It is the Laboratory's goal to provide a work environment that is free from violent behavior and threats of violence. Violent behavior and threats of violence are unacceptable conduct and are prohibited.
- .02 Intimidating, coercing, threatening, discriminating against, or taking reprisal against an employee for assisting with an investigation of a complaint or for reporting violent behavior or threats of violence is prohibited.

COVERAGE:

- .03 This policy covers all full-time, part-time, special program, and casual employees. Laboratory Affiliates, contract and subcontract workers, and other users of Laboratory facilities, although not directly covered by this policy, are required to refrain from violent behavior and threats of violence. *See* [.07](#).

DEFINITION:

- .04 Workplace violence is behavior that is
- Hostile or aggressive physical contact with another person,
 - A statement or body gesture that threatens harm to another person, or
 - A course of conduct that would cause a reasonable person to believe that he or she is under threat of harm.

**RESPONSIBILITIES OF
EMPLOYEES:**

- .05 Employees have the following responsibilities:
- Know and abide by the policy on workplace violence;
 - Immediately notify the group- or higher-level manager when he or she is a target of workplace violence or threats of violence or when he or she knows of violent behavior or threats directed at others;
- NOTE:** An employee who believes that immediate action is required to respond to a threat to life or to a situation that could result

Workplace Violence

in serious bodily harm should call 911 and then notify the group- or higher- level manager.

Cooperate with those investigating workplace violence incidents, including the Employee Relations Group (HR/ER), the Special Projects Office of the Facilities, Safeguards, and Security Division (FSS/SPO), and law enforcement authorities.

RESPONSIBILITIES OF SUPERVISORS AND MANAGERS:

- .06 Supervisors and managers have the following responsibilities:

Know and abide by the policy on workplace violence;

Be alert to potential instances of violent behavior or threats of violence;

Take immediate action, including calling 911 if appropriate;

Immediately notify HR/ER and then the next higher level of management upon receipt of an allegation of workplace violence or upon observation of behavior, verbal exchanges, etc., that indicate workplace violence may occur or may have occurred;

Cooperate with those investigating workplace violence complaints, including HR/ER, FSS/SPO, and law enforcement authorities;

Take prompt disciplinary action, as appropriate;

After a complaint of workplace violence has been substantiated, monitor the situation if necessary to ensure that the behavior has stopped; and

Take reasonable action to prevent or stop retaliation.

Response to Incidents Involving Non- Laboratory Personnel

- .07 Supervisors must take action when a nonemployee, such as a vendor, contractor, or affiliate, exhibits violent behavior or threatens an employee or other nonemployee or when an employee exhibits violent behavior or threatens a nonemployee. Such action may include removal of the nonemployee from the workplace and must include reporting the incident to HR/ER, who then notifies the nonemployee's employer when appropriate.

Workplace Violence

- RESPONSIBILITIES OF THE EMPLOYEE RELATIONS GROUP:**
- .08 HR/ER will assist any manager, supervisor, or employee who has a question, concern, or personal issue related to workplace violence.
 - .09 HR/ER staff coordinates response to workplace violence. The response may include interaction with FSS/SPO, the Emergency Management and Response Group (FSS-20), Laboratory Counsel, the Occupational Medicine Group (ESH-2), and the Reliability Programs Office in the Facilities, Safeguards, and Security Division (FSS/RPO). HR/ER conducts investigations of incidents of workplace violence and provides information to managers so that they can take appropriate action.
- ATTENDANCE REPORTING:**
- .10 Employees removed from the workplace under this policy are normally placed on investigatory leave (IL). See [AM 112](#), *Disciplinary Policy and Procedures*.
- RETURN TO WORK:**
- .11 A supervisor who has removed an employee from the workplace in connection with this policy must consult with the ESH-2 Fitness for Duty Coordinator before returning the employee to the workplace.
- RECORDS:**
- .12 The Laboratory complies with all applicable laws governing the maintenance and disclosure of written records created as a result of workplace violence concerns or complaints. Personal information about employees is protected as required by applicable law and policy. See [AM 708](#), *Information Practices*, and [AM 628](#), *Access to Personal Information*.
- DISCIPLINE:**
- .13 Failure to comply with the provisions of this policy may result in discipline, up to and including termination from employment. See [AM 112](#), *Disciplinary Policy and Procedures*.
- NOTE:** An internal investigation and/or disciplinary action does not preclude an

Workplace Violence

independent police investigation or criminal prosecution where such is warranted.